

REVIEW PROCESS

The Summary Plat will be forwarded by the Subdivision Administration staff to the following agencies for their review and approval, which is required prior to the approval of the summary plat.

- Water Availability Letter
- Sewer Availability Letter
- Driveway Encroachment Review
 - ◊ Greenville Co Engineering Dept. and/or
 - ◊ SCDOT Maintenance Office
- Floodplain Review Letter
- **Stormwater Management** - a pre-design meeting must be conducted by the applicant and Subdivision Administration to determine how stormwater management will be addressed.
 - ◊ Approved Land Disturbance Permit
 - * If Tree Credits/Tree Protection Plan required, copy of approved plan needed
 - ◊ Approved Stormwater Master Plan - no disturbance at this time
 - ◊ Full Dispersion Plan - notes on plat

Upon review and approval from the above agencies, a mylar and paper copy of the plat must be submitted for approval by the Subdivision Administration Staff. This is required for E-911 to assign addresses, Real Property to assign tax map numbers, and recording in Register of Deeds.



SUBDIVISION ADMINISTRATION SUMMARY PLAT PROCESS



Greenville County Subdivision Administration
Land Development Division

301 University Ridge, Suite 4600
Greenville, SC 29601

Telephone: 864-467-5764

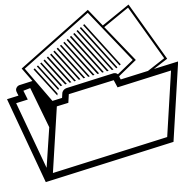
Fax: 864-467-5699

www.greenvilleplanning.com
email: subdivisioninquiry@greenvillecounty.org



APPLICATION PROCESS

The summary plat process begins when an applicant, wants to subdivide **one parcel into three or more parcels** where no new road is being installed, submits a plat to the Subdivision Administration. Such division of land must meet the requirements of the Land Development Regulations (LDR).



The following items are required at time of submittal to our office:

- ☐ Summary Plat Application
- ☐ Summary Plat - paper or electronic (pdf) copy
- ☐ Private covenants, easements and/or restrictions that apply to this property (if any) with proof of recording with the Register of Deeds (Suite 1300)
- ☐ \$100 Filing Fee

SUMMARY PLAT REQUIREMENTS

The summary plat (24" x 36") must contain the following information:

- Location Map
- Street Names
- Lot lines (existing and proposed) and building lines
- Proposed lot numbers
- Reservations, easements, floodplain, public accesses or area of land for other than residential uses with explanation of purpose
- North arrow, graphic scale, date, and title
- Location and description of survey boundary monuments
- Name, tax map number, and ownership of adjoining property
- Embossed seal of a registered land surveyor
- Appropriate road Right-of-Way (if not existing prior to the subdivision)
- Roadside ditch shall be cleared and reshaped or established as necessary to provide satisfactory road drainage
- Drainage easements shall be provided for all drainage outfalls onto the property from the roadway (drainage easement through the property may be required if a significant drainage way already exists on the property)

TITLE BOX TO CONTAIN:

- Name of subdivider or owner
- Name of surveyor or engineer with appropriate license
- Number of acres and number of lots to be created
- Zoning of property

Please use template as shown below and can be found in the Land Development Regulations pages LDR-134 and LDR-135.

